

## DIRECTIONS FOR SCTCCCA ON-LINE CROSS COUNTRY REGISTRATION

Site will open with a list of meets that are using this on-line site for entries into their meet. Not all meets are currently listed, but will be updated as the meet approaches.

Click on the button on the left that says **Schools**. A list of all schools currently on enrolled on the site will appear. Scroll until you find your school and click on it.

NEW USERS – If your school is not on the list, click the **Add School** link near the top of the page, (if your school is listed, please DO NOT use the Add School button. It will add you school a second time.) and use the following directions. When you click on **Add School**, a window will appear asking for a temporary password. That password is cc2002. Type it in exactly and click **Submit** (do not push Enter, it won't work). Fill in the information boxes including a password that you can use every time that you enter this site. Click **Submit** and fill out the next set of boxes (do not put High School, etc. in you school name). Click **Submit** and fill out the next set of boxes including any other coaches that may use this site. Scroll to the bottom and click Save Changes.

Continuing for ALL USERS – A window will appear with your school information and a **LogOn** button on the left. Click on it, enter your password and click **Submit**. If you have forgotten your password click on that button, type in your email address and it will be sent to you. Below the contact information that is displayed are three buttons. The first one is Edit school information. If anything is wrong in the info above these buttons or if any other information about the school (address, phone numbers, etc.) or possible contacts, click this button and correct the information. The second button, **Edit roster**, is where you MUST initially go to add your athletes. If you have used the system before, your last roster is present. The system has automatically updated the grade of each athlete and deleted all of last year's seniors. Please take the time to check and make sure that the information (sex and grade) is correct, delete any athlete that did not return, and add any athlete that is now on your eligibility list. The last one, **Return to school list** will take you back one page in case the wrong school came up.

After all of your athletes are entered into the system, you must now enter them into the meet. Click on **Enter Meets** on the left. A list of meets that you may enter are listed as well as a list of all of your athletes. **CLICK ON THE MEET YOU WISH TO ENTER.** A window will open for you to enter that meet. Make sure that the info on this new page is for the meet you are entering. Next, click the check box beside each athlete that you wish to enter (you may use the **Select All** and/or **De-select All** buttons also). **Please select only those athletes that you are certain will attend the meet. This list will go to the meet director and a number and safety pins (and maybe timing chips) have to be purchased for each athlete and if some are not coming, it is just a waste of money and time for meet management.** Once you have selected your athletes, click on the **Register** button at the top. A confirmation page will appear to confirm that the list has been sent. Click on the **Printable Copy** button to print a copy, which you should bring to the meet as proof of entrance. After printing, close that window and then click on whichever button you would like to continue. Select another meet if you wish and continue in the same way. Notice on the Enter Meet page, the last column will have the word "Yes" in it beside a meet that you have already entered. If you wish to make changes, you must resubmit everyone again. If you decide to not come to the meet, de-select all of your athletes and submit a blank roster.

Remember that once the deadline has passed and your names have been submitted to the Meet Director, you are responsible to pay the entry fee. The fee is to ENTER the meet, not to participate.

When you are finished, click **LogOff**. You may enter the system at anytime to update your rosters, enter meets or change your entries into a meet.